

By-Laws of the Menominee Conservation Commission

Menominee Conservation Commission – By Laws

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Article I

Section 1. Name

This commission shall be known as the Menominee Conservation Commission.

Section 2. Purpose

The Menominee Conservation Commission is established for the purpose of (1) issuing such rules as are necessary for the purpose of conserving fish and game supply and ensuring the members of the Tribe continued opportunities for good fishing, hunting, trapping, and gathering; (2) making recommendations to the Legislature for creation of and/or revision to the laws of the Tribe concerning conservation; and (3) such other purposes as may be authorized by a subsequent act of the Legislature. (Ordinance 99-01 Section 5.01) Subject to the approval of the Tribal Legislature.

Article II

Section 1. Authority

The authority of the Commission is derived from Ordinance 99-01, Menominee Conservation Code, which has been enacted by the Menominee Tribal Legislature.

Section 2. General Powers

The activities of the Commission shall be managed by the Members of the Commission. The members of the Commission shall be vested with all powers necessary to oversee the conservation of the natural resources pursuant to the Menominee Conservation Code 99-01.

Section 3. Commissioners

Seven (7) tribal members appointed by the Tribal Legislature shall make up this commission. (See Ordinance 99-01 Section 5.02)

Section 4. Officers

Officers shall be elected by the Commission annually and shall include:

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

Election of Officers

The members shall elect a chairperson, vice-chairperson, and a secretary annually on the first regular meeting in June. Each officer shall hold office until their successor has been duly elected and qualified, or until removed.

Section 5. Duties of Officers and Commission

- a. Chairperson
 - 1) Preside at all meetings of the Conservation Commission
 - 2) Enforce the procedures defined in these by-laws along with procedures defined in Tribal Ordinance 99-01 and perform all duties prescribed by the Commission from time to time.
 - 3) Communicate official business of the Commission
 - 4) Represent the Commission at the Menominee Tribal Legislature
 - 5) Is responsible for the meeting postings
 - 6) Call special meetings when appropriate
 - 7) All duties defined in Section 5.05, Tribal Ordinance 99-01
- b. Vice-Chairperson – In the absence of the Commission Chairperson, the Vice-Chairperson shall perform the duties of the Commission Chairperson, and when so acting, shall have all the powers and all the responsibilities of the office of the Commission Chairperson. The Vice-Chairperson shall perform such other duties and have such other power as from time to time may be assigned to him/her by the Commission or Commission Chairperson.
- c. Secretary – In the absence of the Commission Chairperson and the Vice-Chairperson, the Secretary shall perform the duties of the Commission Chairperson, and when so acting, shall have all the powers and all the responsibilities of the office of the Commission Chairperson. The Vice-Chairperson shall perform such other duties and have such other power as from time to time may be assigned to him/her by the Commission or Commission Chairperson.
- d. Commissioners
 - 1) The Commissioners, excluding the Commission Chairperson and Vice-Chairperson shall perform duties assigned to them by the Commission Chairperson.

Section 6. Regular Meetings

Regular Meetings shall be held on a regular basis on the 1st Monday of each month @ 5pm in the Menominee Tribal Boardroom as pursuant to Section 5.08 of Ordinance 99-01).

Section 7. Special Meetings

Special meetings can be called by the Commission chairperson when necessary.

Section 8. Emergency Meetings

Emergency meetings can be called by the Commission chairperson when necessary pursuant to Section 5.10, Tribal Ordinance 99-01.

Section 9. Annual Meeting

Annual Meeting shall be held pursuant to Section 5.09, Tribal Ordinance 99-01.

Guidelines to the Annual Meeting Procedures

- a. The purpose of the annual meeting is to allow the Menominee Conservation Commission to communicate a yearly report to the tribal members and allow tribal members to voice their concerns, issues, etc. on record to the Menominee Conservation Commission.
- b. Commission shall have a sergeant-at-arms for the annual meeting.
- c. Any non-commissioner called to order twice (2) will be asked to leave.
- d. The commission chairman shall give annual report of what the Menominee Conservation Commission has accomplished in the past year and what concerns/issues the commission will be addressing in the upcoming year.
- e. Public comment period will allow each tribal member to speak once on related conservation issues, concerns, actions, etc...
- f. A tribal member will be able to speak up to 7 minutes.
- g. Public comment period will not be a debate among the public.

Section 10. Quorum

A majority of four (4) of the membership shall be required to conduct business

Section 11. Removal

Members may be removed as per section 5.12 of Ordinance 99-01. Violating the ethics code (see attached code of ethics) shall be deemed as unprofessional behavior.

The process for removing a Commissioner is defined in Section 5.12 of Ordinance 99-01.

Section 12. Vacancies

The Commission Chairperson shall immediately notify the Tribal Chairperson of Legislature and CC the legislature on the vacancies and request prompt action by the Tribal Legislature in filling the vacancy. It shall be pursuant to Section 5.13, Tribal Ordinance 99-01.

Section 13. Resignation

Any member may resign their office at any time, such resignation to be made in writing to the Menominee Conservation Commission. The Menominee Conservation Commission shall forward the resignation to the Tribal Chairpersons office for recording and the scheduling of a special election or appointment to fill the remaining term.

Section 14. Complaints by Commissioner(s)

Complaints by any commissioner must be submitted in writing to the Conservation Chairman. Conservation chairman must address the complaint at the next meeting (if necessary, in executive session). If commissioner is not satisfied with results then chairman and commissioner will forward the complaint to the Menominee Tribal Legislature.

Article III

Section 1. Agendas

1. Shall be created by the Commission Chairperson and the person defined by the Commission to assist in the agenda.
2. Shall be signed by the Commission Chairperson or the person authorized by the Commission Chairperson.
3. Shall be distributed to the Commissioners before every meeting and posted pursuant to Tribal Ordinance 80-6.

Section 2. Meeting Procedure

- A. Current Edition of Robert's Rules of Order shall be the parliamentary authority in all matters not specifically covered in these Bylaws.
- B. The Commission may adopt temporary rules of order based on circumstance pertaining to a particular meeting.
- C. Legislature Rules of Procedure has no binding to the Menominee Conservation Commission and is not the parliamentary authority.

Section 3. Public Comment

1. Will be defined as an item on every agenda for regular and special meetings.
2. The commission will decide thru a motion, the maximum length of a comment in minutes.
3. Commission will allow public comments after an agenda item has been discussed initially by the commission as a whole during regular and special meetings.

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Section 4. Voting

1. The vote will be taken with a show of hands
2. The chair may vote as per Current Edition of Robert's Rules of Order

Section 5. Executive Session

1. Executive Session can be called pursuant to current edition of Roberts Rule of Order.
2. Previous notice must be given

Section 6. Complaints against the Commission

1. The Menominee Conservation Commission reserves the right to respond to any complaint charged against it. This included general council complaints. The commission has the basic right to defend itself in all complaint processes.

Article IV

Section 1. Amendments to the by-laws

These procedures may be altered, amended, or repealed or new procedures adopted with the following criterions:

- 1) Previous notice has been given
- 2) One of the following vote requirements has been obtained
 - b) A majority vote of the entire Commission at a regular or special meeting of the Commission.